Registering Faculty and Professional Staff Profiles through Digital Measures

Updated in June 2020
Introduction
The Expertise Connector faculty and professional staff profiles provide the means to discover expertise and potential collaborators in research, scholarly, and creative efforts. In order to have a profile in Expertise Connector, users need to enter profile information in Digital Measures. The following sections describe how to create an account in Digital Measures and how to update it.

How to Create an Account in Digital Measures
In order to create an account in Digital Measures, send an e-mail to Didier Hernandez (dhbizouarn@utep.edu) with the request, faculty or professional staff name, and UTEP ID number. Once the profile is registered, proceed to update it. The instructions on how to update a profile are in the next section.

How to Update Profiles through Digital Measures
In an effort to keep profiles current, Expertise Connector populates profiles from pertinent fields in Digital Measures. Profile updates will appear the weekend after the update. The steps are as follows:

• Log onto your Digital Measures account.
• Click on “Personal and Contact Information”
• Fill in mandatory fields marked with a black asterisk (*).
• Certify or re-certify (in the case of an update) the profile by clicking “Yes” on the certification message at the top of the page AND entering the date under “Certification Date Updated.”
• Click on the “Save” button. This will take you back to the main menu.
• Click on “Yearly Data”.
• Click on the latest fiscal year link. This will allow you to see the information for the selected fiscal year.
• Verify that the fields of College, Department/Center, and Faculty/Staff Rank are correct. If they are not correct, contact your unit or Didier Hernandez (dhbizouarn@utep.edu) to update this information.
• Click on the “Cancel” button. This will take you back to the main menu.

If you have any problems or questions, please email ecconect@utep.edu.
Updating fields in Digital Measures

The following images provide the instructions in more detail.

1. Click on “Personal and Contact Information”
2. Read the Expertise Connector message

3. Certify or re-certify (in the case of an update) your profile by clicking “Yes” on the certification message at the top of the page AND entering the date under “Certification Date Updated”

4. Fill in mandatory fields marked with a black asterisk (*)
Dr. Khan studies the neural systems that regulate energy balance, neuroendocrine function and behavioral state in the mammalian brain. He is particularly interested in how neural circuits in the hypothalamus are organized, how they help control motivated behaviors and autonomic function, and how they respond to changes in nutrient status (e.g., hypoglycemia). He also collaborates on neuroinformatics and computer science projects related to the modeling, management, and migration of neuroscientific data about these circuits. As part of his interests in mechanisms underlying nutrient homeostasis, he also maintains an active research interest in the history of neurochemistry and thermodynamics. Finally, he also has a strong research interest in comparative neurobiology and genomics. As part of his scientific duties, he is committed to classroom and laboratory instruction in the life sciences (biology, biochemistry, neuroscience) at the college and university levels.

systems neuroscience, feeding control systems, hypothalamic function, functional neuroanatomy, glucosensing networks, brain mapping
Picture size should be approximately 290 x 360 pixels, and format should be .jpg. Picture should be taken from at least 3 ft. so it will display properly on the website and reports.

For personal vita, either provide a PDF file containing your vita or the link to your vita on the Web.

5. Click the “Save” button
6. Click on "Yearly Data"

7. Click on the latest fiscal year link
8. Verify that the fields of College, Department/Center, and Faculty/Staff Rank are correct. If they are not correct, contact your unit or Didier Hernandez at dlbizouarn@utep.edu to update this information.

9. Click the “Cancel” button
**Guidelines**

Because profiles are used to create reports that are shared with other academic institutions, industry, funders, and the community, it’s essential that all profiles follow these guidelines.

- The expertise statement should be written in third person using complete sentences. It should be succinct (no more than 200 words) yet inform the reader of one’s expertise and interests.
- Key words should be limited to six words or phrases separated by commas.
- The recommendations for optimal picture display are as follows:
  - The size should be approximately 200 x 234 pixels, or a similar ratio.
  - Picture should be taken from at least 3 ft. so it will display properly on the website and reports.

Below is an example of a picture that follows the recommendations. Note that it will display properly in Expertise Connector in the “Spotlight” view that Expertise Connector provides.

![Example of a picture that follows the recommendations.](image1)

Below is an example of a picture that does not follow the recommendations. Since the face covers most of the picture area, it will be cut in the “Spotlight” view that Expertise Connector provides.

![Example of a picture that does not follow the recommendations.](image2)

An example profile that follows the recommendations can be found on this link: [https://expertise.utep.edu/profiles/lourdes](https://expertise.utep.edu/profiles/lourdes).